



MINUTES

FORMAL MEETING OF CITY COUNCIL

Diamondhead, Mississippi

Diamondhead Country Club
March 19, 2012
1:00 pm

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1. **Call to Order:** 1:01pm Mayor Ingraham
 2. **Invocation:** Mayor Ingraham
 3. **Pledge of Allegiance:** Hank Holcomb
 4. **Roll Call:** The following Councilmembers were present: Mayor Ingraham, Dianne Ackerman, Hank Holcomb, Ernie Knobloch, Ron Rech, Dalton Roberson
 5. **Confirmation or Adjustment of the Agenda Order:** The Mayor requested that the Budget be added to the Agenda. Councilmember Holcomb moved, second by Councilmember Ackerman to add the Budget to the Agenda. The motion carried unanimously and the Budget was added.
 6. **Approval of Minutes**

February 20, 2012—Councilmember Rech moved, seconded by Councilmember Knobloch, to accept the minutes. The motion passed unanimously and the minutes were accepted.

March 1, 2012-- Councilmember Knobloch moved, seconded by Councilmember Roberson, to accept the minutes. The motion passed unanimously and the minutes were accepted.

March 5, 2012-- Councilmember Roberson moved, seconded by Councilmember Rech, to accept the minutes. The motion passed unanimously and the minutes were accepted.

March 7, 2012-- Councilmember Roberson moved, seconded by Councilmember Holcomb, to accept the minutes. The motion passed unanimously and the minutes were accepted.
 7. **Communications/Announcements from the Mayor and Council**
 - a. Councilmember Ackerman indicated that Patti Furr, Executive Director for the Hancock County Library, is available for a Work Session scheduled for Monday, March 26 at 9am at the Community Center to brief council on the East Hancock Library and the library system.
 - b. Councilmember Holcomb discussed his recent presentation to the Diamondhead Community Church on the voting districts and council meeting dates. Also attending were Councilmember Roberson and City Manager Ramirez. They provided a list of items that Council is working on and entertained a Q&A session. Councilmember Holcomb indicated the discussions were well-received.
 - c. Mayor Ingraham indicated that he will be having outpatient eye surgery on Wednesday but will not need the Mayor Pro Tem as he will be back at work on Thursday.
 - d. Mayor Ingraham encouraged Councilmembers to provide the city clerk with information for the Agenda in a timely manner.
 - e. Mayor Ingraham also cautioned councilmembers that, in order to control billable hours, communication with the City Attorney should be through the Mayor.

8. Presentations / Appointments

- a. Appointment of Liability Coordinator for the City of Diamondhead—The Mayor read the letter from the City Manager requesting that he be appointed as Liability Coordinator for the Mississippi Municipal Liability Plan as required. Councilmember Knobloch moved, seconded by Councilmember Ackerman, that the City Manager be named as the city's Liability Coordinator for the MMLP. The motion carried unanimously.

9. City Manager's Report—The City Manager gave the following updates:

- a. Currently waiting on action by the county on three inter-local agreements. Attorney Bragg Williams indicated that two of the agreements regarding the collection of taxes have been forwarded to the Attorney General's office for approval and that the process has not yet run its course
- b. Setup of the office is close to completion, minutes are being posted to the website www.diamondhead.ms, fax has been installed, and voting district information has been posted on the website.
- c. Regarding the financial system, selection of a depository is in progress and the city is looking at early April to adopt a budget.
- d. Regarding the establishment of voting districts, all appropriate notices have been posted in anticipation of the April 2 Public Hearing
- e. The Urban Planner is in the early stages of developing the Comprehensive Plan; the Planning and Zoning Commission has been established and members selected; setting the date and time of the organizational meeting of the Planning and Zoning Commission is in process.
- f. Regarding Emergence Management Planning--will be meeting with Jim Simmons and Ray Sheehy to review a draft Emergency Plan this week.
- g. Regarding the conveyance of roads and drainage from the POA to the City, in the process of hammering out the details with the POA and the Purcell Corporation.
- h. The City Manager introduced Richard Rose and his company, Municipal Consultants, as a consultant to the City Manager.

10. Docket of Claims

None

REGULAR AGENDA

11. OLD BUSINESS

None

12. NEW BUSINESS

- a. Elections Process Development—Councilmember Knobloch brought up issues dealing with establishing an Election Commission and the timeframe in which it must be done. After discussion, Councilmember Holcomb moved, seconded by Councilmember Ackerman, to direct the City Clerk with contacting Bridge & Watson regarding the establishment of an Election Commission. Richard Rose was directed to work with the City Clerk to prepare a proposal to Council on how best to establish the Election Commission.
- b. Code of Ethics Ordinance—Councilmember Holcomb discussed the revised Code of Ethics recently discussed in Work Session. The City Attorney recommended that the City consult with a specialist in Federal, State, and Municipal law before adopting an HR manual. The Mayor indicated that Councilmember Holcomb's draft Code of Ethics is a good starting point. After further discussion, the Volunteer Coordinator Susan Holcomb was directed by the Mayor to review some of the volunteer

applications, one of whom is a former judge, for individuals who can review the proposed Code and further advise the City in this area.

- c. Budget—Following an in-depth discussion of the proposed budget, it was determined that further dialogue in a Work Session will be necessary. Councilmember Knoboch moved, seconded by Councilmember Rech, to hold further Budget discussions at a 10am Work Session on March 26; 2012; recess today's meeting until 8:30am on March 29 to accept the revised Budget; publish a Summary Budget in The SeaCoast Echo on March 31; schedule the Public Hearing to review the Budget at 6pm on April 9; and to adopt the Budget on April 16 at the Regular Council Meeting. The motion passed unanimously and the City Clerk was directed to schedule the meetings as approved.

13. Citizens Wishing to Address Council, Non-Agenda Items Limit of 3 minutes per person

- a. Dick Brown addressed Council regarding the new East Hancock County Library and indicated that if funds from the City of Diamondhead are going to support the East Hancock County Library, then it should have the Diamondhead name on it.

Upon a motion by Council member Holcomb and a second by Councilmember Rech, the council voted unanimously to go into closed session to determine the need for an executive session. The motion passed unanimously.

EXECUTIVE SESSION

14. EXECUTIVE SESSION.

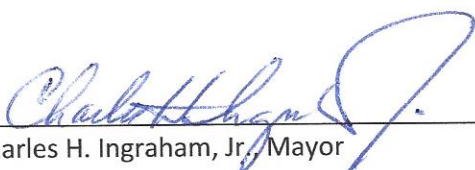
Upon motion by Council member Holcomb , seconded by Councilmember Knobloch, the council voted unanimously to close the regular meeting and go into executive session to discuss an Amended Order Appointing City Attorney and Fixing His Compensation.

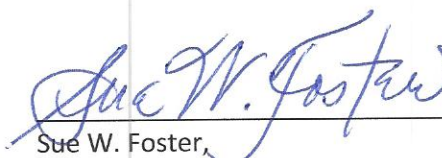
After discussion, Councilmember Roberson moved, seconded by Councilmember Holcomb to return to Closed Session. The motion passed unanimously.

Councilmember Rech moved, seconded by Councilmember Roberson, to return from Closed Session. The motion passed unanimously. It was noted that all who were present before had returned.

The Mayor indicated that while in Executive Session, Council discussed the matter of the City Attorney's compensation. Councilmember Roberson moved, seconded by Councilmember Holcomb, to accept the City Attorney's renegotiated contract. The Mayor noted that the City Attorney's original contract was amended to include \$1,000 per month to attend all meetings. The motion passed unanimously.

- 15. **RECESS**—There being no further business to discuss at this time, Councilmember Roberson moved, seconded by Councilmember Rech, to recess the meeting until 9am on Thursday, March 29, 2012. The motion carried unanimously and the meeting was recessed.


Charles H. Ingraham, Jr., Mayor


Sue W. Foster,
Interim City Clerk

Meeting Notice Posted at City Hall on March 16, 2012.